

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on May 21, 2020 via Zoom Conferencing

Call to Order Commissioner Mahoney called the meeting to order at 7:00 p.m.

PRESENT: Commissioners Dahlstrom, Hellinga, Kotula, Mahoney, McDonnell, Executive Director, Bill McAdam; Director of Finance & Technology, Erik Brown; Director of Recreation, Dave Haring; Director of Human Resources, Marian Olund; Director of Marketing & Community Engagement, Dawn Hartman; Superintendent of Facilities, Kevin Rozell; Superintendent of Planning, ADA Coordinator, Paul Fyle; General Manager of Golf Course, Ken McCormick; Superintendent of Technology, Chris Kapus; Superintendent of Finance, Tricia Farkas; Superintendent of Parks, Dan Hopkins; Superintendent of Natural Resources, Mike Stelter; Clerk, Adine Lenon

ABSENT: None

VISITORS: James Savio, LLP, Mr. Wool, Ms. Carrier
* * *

CONSENT AGENDA:

Executive Director Bill McAdam listed the items on the Consent Agenda as follows:

- Approval of Minutes – April 16, 2020 Regular Session Meeting (Via Zoom)
- Treasurer's Report
- Payment of Bills – In the amount of \$1,296,498.31
- Payment to V3 Companies, Ltd. in the amount of \$14,260.00; payment to Hitchcock Design, Inc. in the amount of \$31,926.82; and payment to Engineering Resource Associates, Inc. in the amount of \$250.00

Commissioner Hellinga made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,296,498.31. Commissioner Kotula seconded the motion.

Roll Call: Ayes: Commissioners Hellinga, Kotula, Dahlstrom, Mahoney, McDonnell
Nays: None
Absent: None

ACTION ITEMS

Commissioner Hellinga made a motion to approve the Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2019. Commissioner McDonnell seconded the motion.

Roll Call: Ayes: Commissioners Hellinga, McDonnell, Dahlstrom, Kotula, Mahoney
Nays: None
Absent: None

Commissioner Dahlstrom made a motion to approve the License Agreement allowing the sump pump system at 7109 Dexter Road., Downers Grove to discharge onto Park District property. Commissioner Kotula seconded the motion.

Roll Call: Ayes: Commissioners Dahlstrom, Kotula, Hellinga, Mahoney, McDonnell
Nays: None
Absent: None

BOARD BUSINESS

President Comments: President Mahoney appreciates the staff continuing with planning on preparing for the next phase of opening areas of the Park District. She mentioned that the Park District will follow the guidelines given to the Park District as they become available.

Commissioner Comments: Commissioner McDonnell appreciates all the creativity by the staff and is pleased to see such a presence in the community.

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam discussed the following:

- Excited to start reopening on a number of fronts. The staff has been working hard to keep the community updated on phases
- Mentioned that there is a portal on the website (Together Again) that gives updates on Park District news
- Working with Lemont Park District on customer service – there will be a Zoom conference for Park District staff on how to communicate wearing masks
- With regards to the OSLAD grant, the Park District will be asking for an extension and if there is a final agreement he will bring it before the board for final approval
- SEASPAR moved to a virtual environment. It will be some time before they can go back to their normal activities.
- Has been in contact with the affiliate groups and they have not made a final decision on sporting events. Once they do, asking them to give the Park District a field need so the Park District can prioritize what fields need to open to begin working on them.

Recreation Director of Recreation, Dave Haring discussed the following:

- Offering a drive-in movie at the Golf Course. The movie will be Back to the Future. This will be Thursday, Friday and Saturday (5/28-5/30)
- Staff is working hard on plans for reopening
- First day of camp was supposed to start June 8th but now will be pushing it back to June 15th to get staff prepared and trained for new guidelines
- Developing Camp Kits that can be purchased – this is crafts or projects that can be done at home with the children

Commissioner Dahlstrom asked what is the staff's plan to follow guidelines for the drive-in movie? Dave mentioned that they are assigning parking spots and participants need to remain in their car. President Mahoney asked about the traffic? Dave mentioned that staff will be there early and might use the parking lot around the corner to hold the cars so traffic doesn't get backed up.

Golf - Manager Ken McCormick discussed the following:

- Good news – foursomes will be allowed on May 29th. So will single rider carts, driving range, practice areas and we will be able to sell food and drinks. Customers will be able to go into the pro shop and pay for their round and pay for something to eat.

Commissioner Dahlstrom asked how the golf carts will be cleaned? Ken discussed that each cart will be cleaned when they return after the participants round. He is looking for a solution to spray on the carts without wiping them down. Commissioner Dahlstrom also asked where do we stand on the liquor license? Ken mentioned that the Golf Club is good to go and will be training staff. Executive Director, Bill McAdam thanked Ken and his staff for keeping the Golf Course running.

Marketing - Director of Marketing and Community Engagement, Dawn Hartman discussed the following:

- Promoting virtual programs
- New social media programs
- Virtual Concert Series starts Tuesday, May 26th at 7:00 p.m. There is a full list of vendors on the website as well as other resources with area restaurants.
- BBQ Bolt is still scheduled for August 29th.
- Survey online to gauge the comfort level with park usage – 632 people responded and 63% are comfortable/somewhat comfortable with indoor activities
- Always updating the "Together Again" portal.

Commissioner Mahoney asked how many people are using virtual classes? Dawn responded that people are liking the one-time virtual classes or when they can do it on their own time.

Planning – Superintendent of Planning, ADA Coordinator, Paul Fyle discussed the following:

- The Park District will not be accepting bids for the districtwide seal coating for 2020.

Commissioner Mahoney asked if anything was critical? Paul mentioned that it is the Park District's regular schedule but the Rec Center should be done sooner since the parking lot was repaved. Commissioner Mahoney would like to see this done in the fall.

- Staff has been working out details with Tully Paving to complete the pathway that was started last fall.
- In mid-April the Park District directed the consultants (Hitchcock Designs) to stop work until further notice.
- Patriots Park Bridge Engineering – the consultants have completed the hydrologic modeling and submitted drawings to DuPage County for permit review
- The consultants (V3 Engineering) are moving ahead with design and permitting of the dredging project.

Parks – Director of Parks and Planning, Geoff Penman was not at the meeting but sent a video to talk about his report. The following was discussed:

- Kevin Rozell is staying on top of our facilities to ensure they are ready when the stay-at-home order is relaxed
- Custodians started back to work on April 29th. They are cleaning and disinfecting the buildings from top to bottom including carpets and waxing hard floors
- Staff is going to install Step-N-Pull devices on restroom doors at all the facilities. Along with ordering acrylic customer service desk barriers.
- Social distancing floor stickers have been designed, ordered and will be installed at the Rec Center and Lincoln Center.
- Dan Hopkins and Mike Stelter have been making daily rounds to all of the parks (7 days a week) to keep up with caution tape, the beaver dam and other odds and ends as they pop up.

Commissioner Mahoney asked how Lyman Woods looked with all the rain we have had? Mike Stelter mentioned that it was not that bad. The bench to boardwalk had standing water. Don't wear good gym shoes out there now.

Human Resources - Director of Human Resources, Marian Olund discussed the following:

- Handling and responding to unemployment claims, employee verifications and miscellaneous requests.
- The PDRMA's Sexual Harassment Prevention and response training for all staff will be rolling out soon.
 - Marian will be doing a group setting with the part-time staff

Executive Director, Bill McAdam thanked Marian for her hard work. There have been different issues that have come up and she is handling them very well.

Finance/IT – Director of Finance/IT, Erik Brown discussed the following:

- Fortunate to his staff – especially Trish and Chris, Chris has taken a lot of steps for a couple of years to set us up to work at home and keep the Park District running. Trish did a phenomenal job with the audit and managing day-to-day financial functions of the District. She makes sure payroll is processed and has been assisting with policies and procedures.
- Cash balance will fall to a low for the year of \$4 to \$4.5 million during the month of May – as long as property taxes are received in June, the Cash balance will increase and there should be no cash flow issues for the remainder of the 2020 calendar year
- There is minimal activity occurring from the revenue side in April 2020, with the largest revenues coming from Replacement Tax receipts. This will only slightly increase in May from some golf activity and virtual programming.
- The District should be able to offset at least \$1 million of revenue shortfalls based on information that we can gather.

- Regardless of revenue loss during 2020, the District should have a goal of maintaining \$5 million of cash balance in the bank at year end.
- Adjust budget assumptions from 99.8% collection rate to 99.5% collection rate. This would amount to a \$25,000 reduction of the overall \$8,200,000 that the District receives
- Rentals and Affiliates Revenue Forecast – 20% of budgeted revenues after September plus \$12,000 each month from cell tower rentals, Warrenville facility rental (by Premium Concrete) and a house that the District owns.
- Maintain Staffing and Operations while reducing expenses as much as possible for the current fiscal year, with the plan to present a balanced budgeted for 2021

UNFINISHED BUSINESS – None

NEW BUSINESS – None

Visitor and Citizens Comments –Mr. Wool asked why were other towns opening parks and DG is not and who has the authority to do that? President Mahoney responded that we are following the Governor’s guidelines on closings and re-openings. The guidelines from the Governor have been very strict. The DGPD went to virtual concerts because we are not going back at this time to large groups of people. The concert series is about 600-700 people – that is why we went virtual. The Park Board and the Executive Director decided that we will follow the guidelines from the Governor. Bill McAdam, did say that the tennis courts are open. We are lobbying very hard for parks to be open June 1st.

President Cathy Mahoney announced that the regular scheduled Board Meeting will be June 4, 2020 with the location to be announced.

FINAL ADJOURN

The meeting was adjourned at 8:45 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Kotula.

Roll Call: Ayes: Commissioners McDonnell, Kotula, Dahlstrom, Hellinga, Mahoney
 Nays: None
 Absent: None

Respectfully submitted,

Lizz Hellinga
 Secretary

DOWNERS GROVE PARK DISTRICT

May 21, 2020

7:00 P.M.

Please Note: Due to the shut-down of all Park District facilities to COVID-19, the Downers Grove Park District will be using Zoom conferencing for the May 21, 2020 Board Meeting. The public is invited to attend the Board Meeting and instructions are provided below.

AGENDA

- A. CONVENING THE MEETING**
 - 1. Call to Order
 - 2. Roll Call
 - 3. Changes to the Agenda

- B. COMMUNICATIONS**
 - 1. Recognition of Visitors (see below for remote participation directions)
 - 2. Written Correspondence

- C. CONSENT AGENDA**
 - 1. Approval of Minutes – April 16, 2020 Regular Session Meeting (Via Zoom)
 - 2. Treasurer's Report
 - 3. Payment of Bills – In the amount of \$1,296,498.31
 - 4. Payment to V3 Companies, Ltd. in the amount of \$14,260.00; payment to Hitchcock Design, Inc. in the amount of \$31,926.82; and payment to Engineering Resource Associates, Inc. in the amount of \$250.00

- D. ACTION ITEMS**
 - 1. Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2019
 - 2. Approval of License Agreement allowing the sump pump system at 7109 Dexter Road., Downers Grove to discharge onto Park District property.

- E. BOARD BUSINESS**
 - 1. President Comments
 - 2. Commissioner Comments

- F. STAFF AND COMMITTEE REPORTS**
 - 1. Executive Director
 - 2. Recreation
 - 3. Golf
 - 4. Marketing
 - 5. Planning
 - 6. Parks
 - 7. Human Resources
 - 8. Finance/IT

- G. UNFINISHED BUSINESS**

H. NEW BUSINESS

I. RECOGNITION OF VISITORS (see below for remote participation directions)

J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD JUNE 4, 2020 WITH THE LOCATION TO BE ANNOUNCED

K. ADJOURN TO CLOSED SESSION (If needed)

1. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired, pursuant to 5ILCS 120/2(c)(5) of the Open Meetings Act
2. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (If Necessary)

M. FINAL ADJOURNMENT

FOR ACCESS TO REMOTE MEETINGS HELD VIA ZOOM, PLEASE EMAIL CHRIS KAPUS AT CKAPUS@DGPARKS.ORG. YOU WILL BE PROVIDED THE LINK TO JOIN THE ZOOM AND YOU WILL BE ABLE TO PARTICIPATE DURING THE "RECOGNITION OF VISITORS" PORTIONS OF THE MEETING. FOR EASE YOU MAY ALSO EMAIL YOUR COMMENTS PRIOR TO THE START OF THE MEETING TIME AND YOUR COMMENT WILL BE READ ALOUD ON YOUR BEHALF. SEND COMMENTS TO CKAPUS@DGPARKS.ORG OR LEAVE A VOICEMAIL MESSAGE AT 630-960-5374.

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Lizz Hellinga, DO HEREBY CERTIFY THAT I am the Secretary in and for the Downers Grove Park District, DuPage County, Illinois; that the foregoing is a true and correct copy of the Minutes from the May 21, 2020 Regular Meeting of the Board of Park Commissioners. Said Minutes were duly passed by the Board of Park Commissioners of the Downers Grove Park District at a regular meeting on the 18th day of June, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF June, 2020



Lizz Hellinga, Secretary
Board of Commissioners
Downers Grove Park District

